

UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Mr. Bonnerman				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<p>Remarks: What you remember is a draft memo prepared by John Warner which would propose to DD/S that - for the reasons given in his memo, we should provide these Travel Benefits to <u>all</u> agency employees. After discussion, the draft memo with you, I gave it back to John</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO. DATE					
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with request that he put it
in final form and send it

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on to you.

We have not yet received
the final paper from John.

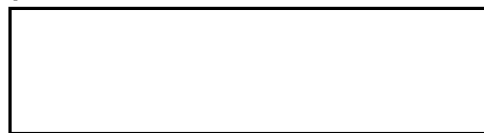


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Before I went on leave
I recall that we discussed
the substance of para
2 A and that we would
go ahead with a plan
to put this in effect.
Am I correct?
If so who has the
action?



4 May 70

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We have held this report
while we looked into the
regulations worry noted
in para 5. We grant
that there were some
delays in RCB but
we don't believe delinquency
involved — courier mail
handling times plus delays
attributable to the [redacted]
"Command" change seems to
explain unusual Regs Control
branch numbers of days.

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[REDACTED] - 10 Mar 70
[REDACTED] 3/10
MR. COFFE
MR. BANNERMAN

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Report - The CIA Travel Policy Committee

FROM:

Chairman, Travel Policy Committee

EXTENSION

NO.

DATE 6 March 1970

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

RECEIVED

FORWARDED

3/9/70

1. SIGNATURE

2.

3. Deputy Director for Support

4.

5.

6.

7.

8.

9.

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13.

14.

15.

SECRET

DD/S 70-0965

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DMAR

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Annual Report - The CIA Travel Policy Committee

REFERENCE : Memo to C/TPC from DD/S dtd 4 Feb 70, Subj:
The CIA Travel Policy Committee
(DD/S 70-0371)

1. In response to referent request, this report summarizes some of the cases considered by the Travel Policy Committee from its inception in June 1969 and provides general comments concerning the Committee's activities.

2. The Committee received six requests for policy recommendations. Four of the requests and the Committee's recommendations are described below as examples of the Committee's deliberations:

A. At the request of the Deputy Director for Support, considered extension of special retiree travel benefits for non-CIARDS participants. Recommended that special travel and transportation benefits not be extended to non-CIARDS participants.

B. At the request of the Special Support Assistant to the Deputy Director for Support, reviewed the intent of recently enacted policy respecting shipment of stored household effects by certain retirees. Recommended a regulatory change to explicitly specify entitlements for both those retiring in the United States and elsewhere.

C. At the request of the SSA-DDS, examined Agency policy on the use of American ships. Consultations with counterparts in the Department of State disclosed that State was not changing

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their policy and had so advised their embassies and consulates. It was recommended that the existing Agency policy, now consistent with State, not be changed.

D. At the request of the Executive Officer to the Deputy Director for Support, reviewed the Agency's per diem policy. The Committee concluded that the Agency's policy was consistent with that of the Department of State and the Department of Defense. We, therefore, recommended no changes in Agency policy.

3. The Committee received and acted upon ten requests for regulatory review and coordination. Four of the requests and the Committee's actions are stated below as examples of the Committee's efforts in the regulatory field.

A. Reviewed and concurred in regulations to eliminate a prohibition against a rest stop being authorized at a point where temporary duty was performed or leave was taken.

B. Concurred in the publication of revisions [] attachment 3, (applicable to wholly [] PCS travel) to incorporate changes made by BOB in Circular A-56. The Committee sanctioned a change in concept whereby current as well as prospective A-56 changes to be followed by the Agency would be considered as a part of Agency regulations, effective with the BOB effective date.

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C. Reviewed and concurred in proposed regulatory revisions to provide that dependent's R&R travel is contingent on the employee's eligibility rather than his actual travel and also that dependents may travel separately from the employee.

D. Reviewed and concurred in proposed regulatory revisions concerning the use of a privately owned conveyance principally to recognize that reimbursement for the personal use of a privately owned conveyance for official travel shall be limited constructively to less than first-class air accommodations and excess travel time shall be charged to annual leave.

4. The Committee has held six two-hour meetings to consider the sixteen cases presented during the period June through December 1969. The major work, however, has been done by the members in their individual review of the cases and coordination efforts

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SUBJECT : Annual Report

within their respective directorates. At the table, there has been a free exchange of ideas, in many cases stimulated by the inter/intra-directorate discussions which have led to a broader understanding of each directorate's requirements.

5. One of the reasons for forming the Committee was to reduce coordination time on travel regulations. The Committee has been only partially successful in accomplishing this objective. Several regulatory changes were reviewed and, sometimes with minor editing, coordinated at the table; however, in other cases, after general acceptance at the table of a draft, it took up to a month to obtain directorate concurrences. The Committee will attempt to reduce its internal coordination time. A problem beyond the scope of the Committee is the time required to authenticate and publish a regulation after all directorates concur in a final recommendation. The average time was about six weeks; however, in two cases there were approximately 15 weeks between the dates of concurrence and publication.

6. The Committee has established a close working relationship with a travel policy official at the Department of State with whom we consult frequently to keep abreast of contemplated travel policy changes in the Department and to obtain interpretations of intent of the Foreign Service Travel Regulations.

7. In summary, it is the Chairman's opinion that the Committee has filled a useful role in the development and coordination of the Agency's travel policy.



Chairman,
Travel Policy Committee

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